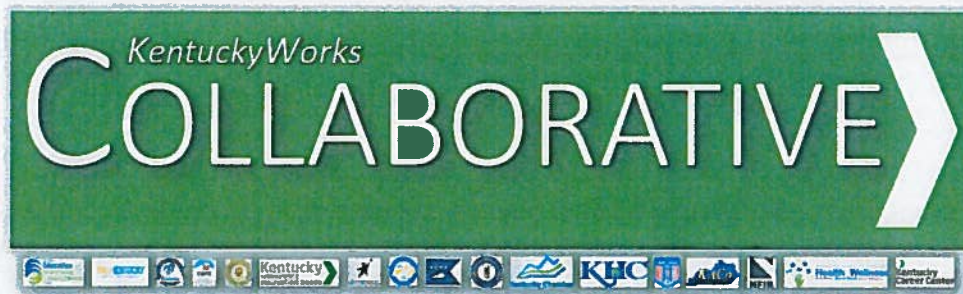


KentuckyWorks COLLABORATIVE



MOA Sub-Committee Meeting Members - April 18, 2019

Name	Organization	Present
Scott Brinkman	Governor Matt Bevin	
Ray Leathers/Andy Hightower/Darlene Bussell/Scott Secamiglio	Kentucky Education & Workforce Development Cabinet	X
Kristina Slattery/Elizabeth Bishop	Kentucky Cabinet of Economic Development	X
Danny Davis	Kentucky Labor Cabinet	X
Kristi Putnam and Astrud Masterson	Kentucky Cabinet for Health & Family Services	
Rebecca Barker	Kentucky Justice & Public Safety	
No Representation	Kentucky Workforce Innovation Board	
Donna Davis	Kentucky Council on Post-Secondary Education	X
Donna Davis	Kentucky Council on Post-Secondary Education Conference of Presidents (representing the Presidents)	X
David Horseman/Deanna Durrett/Ashley Lant	Kentucky Department of Education	X
Russ Watts	Kentucky Commission on Military Affairs	
No representation	Kentucky Chamber of Commerce	
Wendy Smith	Kentucky Housing Corporation	
Judge Orbrey Gritton	Chief Local Elected Official (representing the LEOs through KACo)	
Barb Stewart/Denise Dials	Local Board Director (representing the 10)	X
Tom Underwood	State Director of the Kentucky National Federation of Independent Business	
No representation	Executive Director of the Kentucky Human Development Institute	
Kim Rice	Job Corps Director (representing the 7)	X



Memorandum of Agreement Committee Meeting

April 18, 2019

AGENDA

✓ Goals of the Committee

✓ Explanations of Terms

- [Guidance](#)

✓ Examples and Templates

- [Partners for American Job Centers](#)
- State Examples
 - [West Virginia](#)
 - [Tennessee](#)
 - [Washington State](#)

✓ Timeline

✓ Need for Additional Information to Move Forward

✓ Other

✓ Next Meeting

VIII. The partners represented on the Collaborative shall work to establish cooperative and mutually beneficial relationships to successfully accomplish the following commitments: (1) support in streamlining statewide identification and sharing of common core services by function rather than by agency applicable to each partner's program at the local level; (2) effective blending of funds by function rather than by agency identified in the Funding Report allocated to the partner's program for workforce development to the extent not inconsistent with Federal law; (3) participation in a common referral system; (4) participation in a common case management information system; and (5) achievement of established performance goals grouped by function rather than by agency, as defined by the KWIB and the Education and Workforce Development Cabinet.

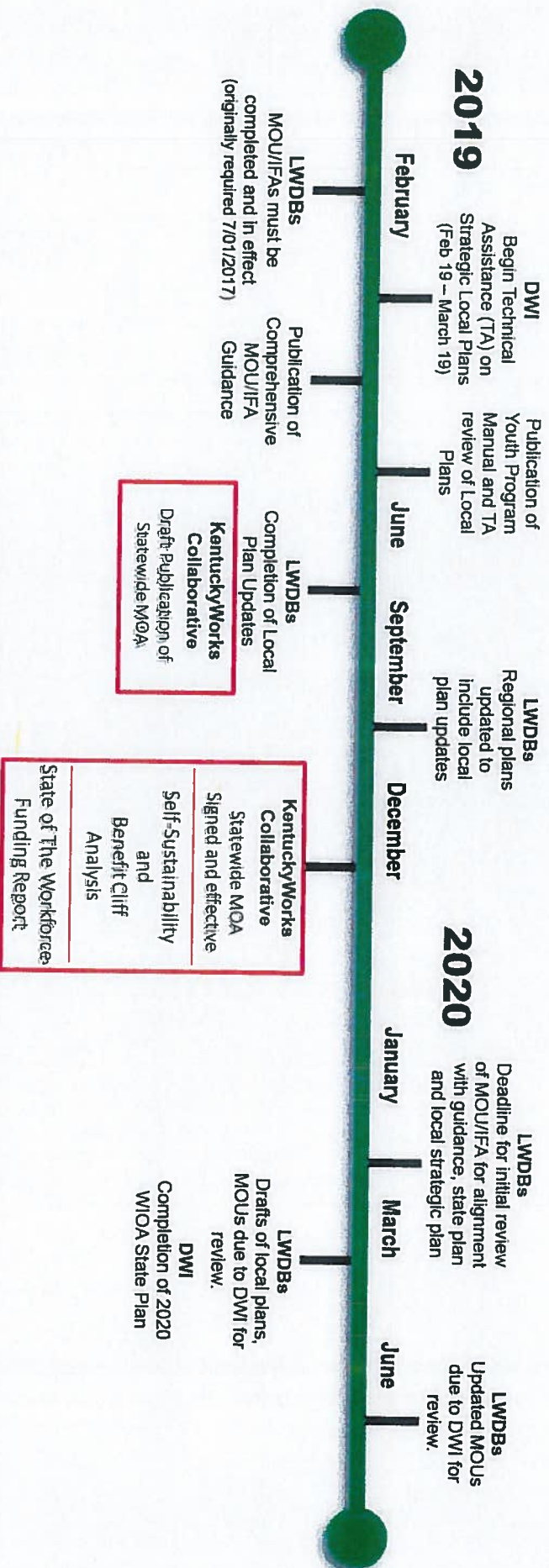
IX. The state agency members of the Collaborative shall ensure provision of services by function rather than by agency in each comprehensive Kentucky Career Center by way of creating a state level Memorandum of Agreement in which state partners define for their local staff and contractors the roles, responsibilities, contributions and metrics by function in providing the following workforce development services in the Kentucky Career Center system listed as: (1) assisting individuals in obtaining employment that leads to self-sufficiency; (2) providing employers with access to qualified and appropriately skilled employees who have been assessed, trained and possess appropriate credentials and certifications; (3) delivering effective programs offered through a seamless and integrated workforce development delivery that eliminates duplication of services; (4) reducing administrative costs and accommodating the needs of employers; (5) holding participant organizations accountable for costs, appropriate use of state and federal funding, performance, and metrics; and (6) reacting to the current demand for skilled workers by specific industries and identified sectors of unfilled jobs.

LWDA	Office	County	Category of KCC Certification	Last LWDB Certification Date (board approved)	Current Certification Expires	Projected New Certification Date	Last Updated By DKB	Date Received Information by Email from LWDA	Certification Letter Rec.	Certification Letter Emailed to KM Melissa
Bluegrass	Danville	Boyle	Comprehensive	4/19/2016	4/19/2019	3/1/19-as-Affiliate	2/13/2019	11/5/2018-Mable	11/5/19-Mable	
Bluegrass	Winchester	Clark	Affiliate	4/19/2016	4/19/2019	CLOSED	2/13/2019	11/5/2018-Mable	11/5/19-Mable	
Bluegrass	Lexington-Goodwin	Fayette					2/13/2019	11/5/2018-Mable	N/A	
Bluegrass	Lexington-Annex Stroder Plaza	Fayette	Affiliate			Evaluation in process by 3/1/2019	2/13/2019	11/5/2018-Mable		
Bluegrass	Frankfort	Franklin	Affiliate	N/A	N/A	CLOSED	2/13/2019	11/5/2018-Mable	N/A	
Bluegrass	Richmond	Madison	Comprehensive	6/30/2015	6/30/2018	CLOSED	2/13/2019	11/5/2018-Mable	N/A	
Bluegrass	Berea	Madison	Affiliate			Evaluation in process by 3/1/2019	2/13/2019	11/5/2018-Mable		
Bluegrass	Georgetown	Scott	Comprehensive	4/19/2016	4/19/2019	Re-Evaluation-Aff. or Comp. by 4/30/2019	2/13/2019	11/5/2018-Mable	11/5/19-Mable	
Cumberland	Columbia	Adair	Affiliate	6/30/2016	6/30/2019	7/1/2019	2/14/2019	2/13/19-Karen		
Cumberland	Liberty	Casey	Affiliate			5/30/2019	2/14/2019	2/13/19-Karen		
Cumberland	Albany	Clinton	Affiliate			4/30/2019	2/14/2019	2/13/19-Karen		
Cumberland	Burkesville	Cumberland	Affiliate			6/30/2019	2/14/2019	2/13/19-Karen		
Cumberland	Greensburg	Green	Affiliate			8/30/2019	2/14/2019	2/13/19-Karen		
Cumberland	London	Laurel	Affiliate			5/30/2019	2/14/2019	2/13/19-Karen		
Cumberland	Whitley City	McCreary	Affiliate			4/30/2019	2/14/2019	2/13/19-Karen		
Cumberland	Somerset	Plasqui	Comprehensive	10/16/2018	10/16/2021	10/17/2021	2/14/2019	2/13/19-Karen	11/16/2018-Karen	
Cumberland	Mt. Vernon	Rockcastle	Affiliate			6/30/2019	2/14/2019	2/13/19-Karen		
Cumberland	Russell Springs	Russell	Affiliate	6/30/2016	6/30/2019	7/1/2019	2/14/2019	2/13/19-Karen		
Cumberland	Campbellsville	Taylor	Affiliate	2/26/2015	2/26/2018	8/30/2019	2/14/2019	2/13/19-Karen		
Cumberland	Monticello	Wayne	Affiliate			4/30/2019	2/14/2019	2/13/19-Karen		
Cumberland	Corbin	Whitley	Affiliate			5/30/2019	2/14/2019	2/13/19-Karen		
EKCEP	Pineville	Bell	Affiliate			6/13/2019	2/13/2019	2/5/2019-Jennifer		
EKCEP	Jackson	Breathitt	Affiliate			6/13/2019	2/13/2019	2/5/2019-Jennifer		
EKCEP	Groveson	Carter	Affiliate			6/13/2019	2/13/2019	2/5/2019-Jennifer		
EKCEP	Ohle Hill	Carter	Affiliate			6/13/2019	2/13/2019	2/5/2019-Jennifer		
EKCEP	Manchester	Clay	Comprehensive			6/13/2019	2/13/2019	2/5/2019-Jennifer		
EKCEP	Sandy Hook	Elliot	Affiliate			6/13/2019	2/13/2019	2/5/2019-Jennifer		
EKCEP	Prestonsburg	Floyd	Comprehensive			6/13/2019	2/13/2019	2/5/2019-Jennifer		
EKCEP	Allen	Floyd	No Certification			N/A	N/A	2/5/2019-Jennifer		
EKCEP	Harlan	Harlan	Comprehensive			6/13/2019	2/13/2019	2/5/2019-Jennifer		
EKCEP	McKee	Jackson	Affiliate			6/13/2019	2/13/2019	2/5/2019-Jennifer		
EKCEP	Poinsettville-Court	Johnson	Affiliate			6/13/2019	2/13/2019	2/5/2019-Jennifer		
EKCEP	Poinsettville-Main	Johnson	No Certification			N/A	N/A	2/5/2019-Jennifer		
EKCEP	Hindman	Knott	Affiliate			6/13/2019	2/13/2019	2/5/2019-Jennifer		
EKCEP	Bourbonville	Knox	Affiliate			6/13/2019	2/13/2019	2/5/2019-Jennifer		
EKCEP	Louisa	Lawrence	Affiliate			6/13/2019	2/13/2019	2/5/2019-Jennifer		
EKCEP	Beattyville	Lee	Affiliate			6/13/2019	2/13/2019	2/5/2019-Jennifer		
EKCEP	Hyden	Leslie	Affiliate			6/13/2019	2/13/2019	2/5/2019-Jennifer		
EKCEP	Whitesburg	Letcher	Affiliate			6/13/2019	2/13/2019	2/5/2019-Jennifer		
EKCEP	Sellersville	Magoffin	Affiliate			6/13/2019	2/13/2019	2/5/2019-Jennifer		
EKCEP	Inez	Marion	Affiliate			6/13/2019	2/13/2019	2/5/2019-Jennifer		
EKCEP	Frenchburg	Marion	Affiliate			6/13/2019	2/13/2019	2/5/2019-Jennifer		
EKCEP	West Liberty	Morgan	Affiliate			6/13/2019	2/13/2019	2/5/2019-Jennifer		

EKCEP	Booneville	Owsley	No Certification							
EKCEP	Hazard	Perry	Comprehensive	6/18/2015						
EKCEP	Pikeville College	Pike	Affiliate	6/16/2016	6/16/2018	3/14/2019	2/13/2019	2/5/2019-Jennifer		
EKCEP	Pikeville-Town Mountain	Pike	No Certification		6/16/2019	3/14/2019	2/13/2019	2/5/2019-Jennifer		
EKCEP	Campion	Wolfe	No Certification			N/A	N/A	2/5/2019-Jennifer		
Green River	Owensboro	Davies	Comprehensive	6/3/2015	6/3/2018	N/A	N/A	2/5/2019-Jennifer		
Kentuckiana Works	New Castle	Henny								
Kentuckiana Works	Louisville-POW W. Broadway	Jefferson								
Kentuckiana Works	Louisville-S. 4th	Jefferson	Specialized-Youth							
Kentuckiana Works	Louisville-S. 5th	Jefferson	Specialized-Health							
Kentuckiana Works	Louisville-2900W. Broadway	Jefferson								
Kentuckiana Works	Louisville-E. Market	Jefferson	Specialized-IT							
Kentuckiana Works	Louisville-Rochester	Jefferson	Specialized-Manufacturing							
Kentuckiana Works	Louisville-1535W. Broadway	Jefferson	Specialized-Construction							
Kentuckiana Works	Louisville-Mobile	Jefferson								
Kentuckiana Works	Lagrange	Oldham								
Kentuckiana Works	Shelbyville-Alpine	Shelby	Specialized-Youth							
Kentuckiana Works	Shepherdsville	Bullitt	Comprehensive							
Kentuckiana Works	Louisville-Cedar	Jefferson	Comprehensive	8/24/2018	8/24/2021					
Kentuckiana Works	Shelbyville-Mt. Rushmore	Shelby	Comprehensive							
Kentuckiana Works	Taylorville	Spencer								
Lincoln Trail	Leitchfield	Grayson	Affiliate	12/16/2014	12/16/2017					
Lincoln Trail	Elizabethtown	Hardin	Comprehensive	3/17/2015	3/17/2018					
Lincoln Trail	Fort Knox	Hardin								
Lincoln Trail	Lebanon	Marion	Affiliate	12/16/2014	12/16/2017					
Lincoln Trail	Bardstown	Nelson	Affiliate	3/17/2015	3/17/2018					
Northern Kentucky	Florence	Boone	Comprehensive	6/22/2016	6/22/2019		3/11/2019	11/16/2018-Jason		
Northern Kentucky	Carrollton	Carroll	Affiliate	6/22/2016	6/22/2019	*Certification reflects previous location. This center is new as of FY 2019				
Northern Kentucky	Williamstown	Grant	Affiliate	New			3/11/2019	11/16/2018-Jason		
Northern Kentucky	Covington	Kenton	Comprehensive	6/24/2015	6/24/2018		3/11/2019	11/16/2018-Jason		
South Central	Glasgow	Barren	Comprehensive	4/29/2015	4/30/2018					
South Central	Bowling Green	Warren	Comprehensive	4/29/2015	4/29/2018					
TENCO	Ashland	Boyd	Comprehensive	5/25/2016	5/25/2019					
TENCO	Maysville	Mason	Comprehensive	5/20/2015	5/20/2018					
TENCO	Mt. Sterling	Montgomery	Affiliate	6/20/2016	6/20/2019					
TENCO	Morehead	Rowan	Affiliate	5/16/2018	5/16/2021					
WestKY	Hopkinsville	Christian	Comprehensive							
WestKY	Madisonville	Hopkins	Affiliate	11/17/2015	11/17/2018					
WestKY	Paducah	McCracken	Affiliate	4/22/2015	4/22/2018					
WestKY	Central City	Muhlenburg	Affiliate							

Partner Organization	Partner Program	Authorization/Category	Signature Official	Contact Information including mailing address, phone and email address	Services to be provided in the system	At what centers	How	Frequency	When	Infrastructure contributions - cash, in kind, etc.
Kentucky Adult Education	Kentucky Adult Education Skills U II	Adult Education and Literacy (WIOA 121(b)(1)(B)(i)) - Title II	Rebecca Simpson	1021 Canal Center Drive, Suite 250, Franklin, KY 40601 502-573-1555 rebecca.simpson@ky.gov	Provides services such as adult education classes, GED preparation, family literacy instruction, English as a second language classes, workforce education and reading instruction	Frankfort, Elizabethtown and Louisville	In person	First day per week except in Springfield (which is only on Mondays)	When: How many days per week	Required Partner
Central Kentucky Community Action Council	Central Kentucky Community Action Council	Community Services Block Grant Employment & Training (42 USC 2901 et seq.)	Hal Goode	P.O. Box 830, Lebanon, KY 40033 270-202-2136 info@kccac.org	Provides services to the Career Center	Lebanon	In person and electronically	Since not physically present there	NA	NA
Elizabethtown Community and Technical College	Partners in Education	Career & Technical Education Program - Postsecondary Vocational Education - Carl D. Perkins Vocational and Applied Technology Education Act (20 USC 2301)	Jason Pate	270-202-2136 info@kccac.org	Higher Education, Workforce Training, Transfer Degrees	Services provided upon request	In person and electronically	Since not physically present there	NA	In-kind
Goodwill, Inc.	Senior Community Service Employment Program (SCSEP)	Older Americans Act Title IV(a) (20 USC 2056)	Marsha Berry	Marsha.Berry@goodwill.org	Front desk and resource room assistance	Elizabethtown and Louisville	In person	One staff working 20 hours per week in Elizabethtown and Louisville	Required Partner	Required Partner
Audubon Area Community Services, Inc.	Food Grants	Food Grant	Paul Guntowski	pguntowski@audubon-area.com	Audubon Area Community Care Clinic (AACCC) is a Federally Qualified Health Center funded through Health Resources and Services Administration (HRSA) Health Care for the Homeless grant. AACCC provides health services, referral services and supportive services to uninsured, underserved, refugees and women in the Louisville region of Northwestern Kentucky.	Elizabethtown	In person	One staff working 20 hours per week	In-kind	In-kind
Job Corps	Job Corps	WIOA Title I - Adult Career (29 USC 2801-2900, 29 USC 2901)	Madeline Martin	2900 West Broadway, Suite 205, Louisville, KY 40211 madeline.martin@jcc.org	Educational/Career Training	All Job Corps Centers in Kentucky	Face to face interviews	2nd Week of each month, and appointments	Free program is eligible	
Kentucky Farmworkers	Kentucky Farmworkers	WIOA Title I - Migrant and Seasonal Farm Worker Program (29 USC 2912, 29 USC 2919)	Debra Hutchinson	1844 West 56, Bowling Green, KY 42301 270-782-2330	Ag grant Worker Permanent Employment	AI Centers	In person and electronically	As scheduled	Required Partner	Required Partner
Lebanon Trail Area Development District	Lebanon Trail Workforce Development Board	The Lebanon Trail Area Development District was designated as a public agency in 1972 through KRS 14.74	Debra Schumacher		In collaboration and partnership with the CLEO and other applicable partners within the planning region, develop the strategic regional vision, goals, objectives and workforce related products	AI Centers	In person and electronically	As scheduled	In-kind	In-kind
Department of Workforce Development	Office for the Blind	Rehabilitation Services Commission (29 USC 7202) U.S. Code § 723 Vocational Rehabilitation Services Rehabilitation Act, Title I, Part A, B - Rehabilitation Services Commission (29 USC 7201 Trade Act Title II, Section 2 Trade Adjustment Assistance (TAA) (19 USC 2291)	Ray Latham	375 E. Main St., Mail Drop 2 EL, Frankfort, KY 40621	In cooperation with the local CLEO and the other local WDBs within the region area, design and approve the KDC network structure.	Elizabethtown (with the capability to deploy and provide services to all of the other Centers upon request)	In person and electronically	As scheduled	Required Partners	Required Partners
United Way of Central Kentucky	Way to Work	United Way of Central Kentucky (UWCK) is committed to supporting a comprehensive network of health and human care services in the community that is responsive to identified needs	Don Lippe	604 N. Main Street, Elizabethtown, KY 40121 270-737-6608 don.lippe@unitedway.org	Way to Work partnership (Way to Work) is a partnership between management, coaching and self-help services to help employees to remove employment barriers.	Elizabethtown with 2.1.1 and additional services available to Hardin, Boyle, Grayson, Letcher, and Meade Counties	In person	2nd Week of each month, and appointments	Free program is eligible	
Lebanon Area Community Services, Inc.	Volunteer Opportunity and Innovation Act	Title I - Adult, Youth and DWV programs, TAA, SMI, E, T	Barry McGee	P.O. Box 1570, Russell Springs, KY 40474 270-865-4200	Individual Training Accounts, GED, Job Search and Referrals	Elizabethtown, Lebanon	In person	Since not physically present there	NA	In-kind
Lebanon Urban League	Urban Seniors Job Program	Older Americans Act Title V - Senior Community Service Employment Program (SCSEP) (42 USC 2056)	Sandra Reynolds	Lisa Thompson, Chief Impact Officer, Louisville Urban League, 1535 W Broadway, Louisville, KY 40203 502-573-1555 rebecca.simpson@ky.gov	Job Search Assistance, Job Grant, Job Placement, tuition assistance for training (AAWS, BS, BA, other short term training), other supportive services, career and	Lebanon	In person	Since not physically present there	Required Partner	Required Partner
Council of Three Rivers, American Indian Center	Council of Three Rivers, American Indian Center	WIOA Title I - Native American Programs (29 USC 2912, 29 USC 2919)	Kerry Jensen	2900 West Broadway, Louisville, KY 40211 (800)595-8721 kerry.jensen@kentuckyworkforce.org	Coordinate with the Louisville Trail Workforce Development Board to oversee the operations of the	Lebanon	In person	Since not physically present there	Required Partner	Required Partner
Chief Local Elected Official	Overnight	Article IV, section 26, of the Kentucky Constitution of 1850 provided for a county judge.	Tommy Turner	209 West High Street, Suite 4, Hodgenville, KY 42748	Coordinate with the Louisville Trail Workforce Development Board to oversee the operations of the	Lebanon	In person	Since not physically present there	Required Partner	Required Partner
Madison County Fiscal Court	Madison County Fiscal Court	The Judicial Branch of the Court, see 124.141 other aspects of the office rules. Section 124.141 also has "Nothing shall be construed to limit the powers otherwise granted by this Constitution to the county judge or the chief executive, administrative and fiscal officer of the county."	David Daugherty	223 N. Spaulding Ave # 201, Lebanon, KY 40033	Coordinate with the Louisville Trail Workforce Development Board to oversee the operations of the	Lebanon	In person	Since not physically present there	Required Partner	Required Partner
Department for Community Based Services	Department for Community Based Services	N/A		916 N. Mulberry Street Suite 120, Elizabethtown, KY 42701 502-564-5440	NA	Lebanon	In person	Since not physically present there	Required Partner	Required Partner

Our Immediate Tasks for 2019...







Memorandum of Agreement Committee Meeting

April 18, 2019

NOTES

Goals of the Committee

The group discussed the items outlined in the Executive Order as related to the MOA.

Explanations of Terms

The guidance was discussed related to the local Memorandums of Understanding in which local boards are responsible for as well as the Infrastructure Funding Agreement which correlates with the operation of the local Kentucky Career Centers. Guidance was emailed out ahead of time for review.

Examples and Templates

Examples and templates were shared with the group ahead of the meeting but also discussed during the meeting. Darlene will be assisting with drafting an MOA and will also share the local MOU from Northern Kentucky as a template for us to move forward.

We will be also requesting a list of programs and services from each Collaborative member to begin drafting the MOA language and deliverables. This action will also help with the funding committee work as well. Darlene will work on a template which is as closely aligned with the local MOUs as possible. We will be asking Secretary Brinkman to help with the informational requests and will ask that all information be returned to us no later than May 8th. Additionally, the group will hold a Review and Planning session to move forward with the MOA construction.

Timeline

We discussed the timeline and want to have a first draft of the MOA to everyone during June. The MOA should be completed and signed by the end of 2019.

Need for Additional Information to Move Forward

As mentioned above, we will be requesting a list of programs and services from each Collaborative member to move forward, providing us with information for the MOA.

Other

The members of the committee encouraged us to ensure the MOA is broad in deliverable language for the sake of local delivery, but also encouraged consistency to be built into the language wherever possible.

Additionally, we discussed the need for a "Best Practices" Addendum for the MOA so that we may highlight areas whereas deliverables are most successful.

Next Meeting

May 17th 9 am – 1 pm – MOA Deep Dive Review and Planning Session (ALL MEMBERS NEED to be PRESENT!)

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